



# The Alderney Museum

THE ALDERNEY MUSEUM  
High Street  
Alderney  
Channel Islands  
GY9 3TG

## Information Request Form

Telephone: 01481 823222  
e-mail : info@alderneymuseum.org

Your Details		Date of Enquiry	Details of Request
Title			<p><b>Please provide full details of the item(s) being researched.</b> In the case of family research, please provide as much of the following information as possible :- full names (including maiden name); dates and place of birth.</p>
Surname (Maiden Name)			
First Name			
Address			
Postcode			
<b>Contact Details</b>		<p>Description of Request</p> <p style="text-align: right;">Continue on separate sheet if required.</p>	
Telephone			
Mobile Phone			
Email address			
		<b>Signed</b>	

Please remember the more detail included the quicker / easier the request can be carried out.

Additional Information
Continue on separate sheet if required.

The Alderney Museum offers a research service, which entails a search through our collection in order to determine whether we hold information relating to your enquiry or a reference to where further information may be obtained. This research is carried out by volunteer staff and the Museum will then contact you with a brief outline of the information that is available relating to your request, should you wish to continue with any further enquiries.

**We will not carry out extended searches without a prior agreement on the time to be spent on the research.**

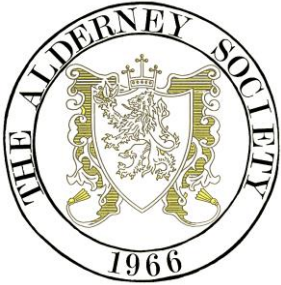
### Charge for Research

Basic Initial Enquiry (Please submit fee with this form) includes Photocopies of basic information	£25
Extended Research (cost per hour)	£20
Document copying (black and white copies) per additional sheet	£1
(colour copies) per additional sheet	£2.50
Additional Cost for Off – Island Charges (to be advised by organisation)	

Payment may be made by Cash / Cheque or Pay Pal – payable to Alderney Society

**Please note the information held by the museum may not have been produced by the Museum and we therefore cannot guarantee its accuracy.**

**Copies of Documents / Photographs / DVD's (or parts of these items) are the property of the Museum and cannot be used for any other purpose without our prior agreement.**



# The Alderney Museum

THE ALDERNEY MUSEUM  
 High Street  
 Alderney  
 Channel Islands  
 GY9 3TG

## Information Request Form

Telephone: 01481 823222  
 e-mail : info@alderneymuseum.org

Date Received	By Whom	Fee Paid	Research referred to

### Initial Research

**Note:- only up to 1 Hour should be spent in research at this stage**

By Whom	Brief Details of What information was found	Reference Source – it may be required in future

### Client has been advised of the following and requested continuation

	Add cost	Researcher please sign to confirm
Details by phone / email	NONE	
Copies to be sent / taken		
Estimated further research time		

### Extended Research

**This will be charged at £20 per hour and must be agreed prior to continuing**

By Whom	Time Spent	Brief Details of What information was found	Reference Source – it may be required in future

Continue on separate sheet if required

Copies of emails and posted communication MUST be kept for future records

### NOTE

Prior agreement MUST be obtained if more than 5 hours of research is to be carried out.

Agreement MUST be obtained for each additional 5 hour period